

CITY OF TUALATIN

Classification Description

Job Title: Library Manager
Department: Community Services
Reports To: Community Services Director
FLSA Status: Exempt

SUMMARY: Day-to-day leadership and management and long-range planning of the Library division of the Community Services Department. Responsible for guiding the library in developing its potential as a focal point for community information, culture, and social interaction. Supervision of employees in the following areas: Youth Services, Adult Services, Technical Services, Circulation and Programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Oversees and administers library programs, determines needs, sets goals and objectives of the division.

Develops divisional rules, policies and procedures and ensures compliance with City ordinances and policies.

Coordinates library activities with the other divisions of the Community Services Department and other City departments.

Formulates estimates and controls revenues and expenditures of the library division fiscal year budget and five year financial plan.

Monitors the selection and maintenance of the library collection.

Develops and interprets library policies and procedures for the staff and public.

Resolves patron, circulation and human resource issues.

Provides guidance, training and direct supervision of a Public Services Supervisor and Support Services Supervisor. Conducts performance evaluations of staff and initiates appropriate actions as required, including coaching and development.

Plans and conducts staff meetings and participates in community and professional meetings to discuss and act on library issues.

Serves as staff representative to Library Advisory Committee, giving information and reports relative to library operations and policies. Serves as City representative on the Washington County Cooperative Library Services Policy Group and with the state.

Drives to city facilities, vendors, training programs, and local and regional meetings as necessary.

SUPERVISORY RESPONSIBILITIES: Manages two subordinate supervisors in the Public Services and Support Services sections of the Library. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Uses intuition and experience to complement data; Designs work flows and procedures.

Problem Solving - Gathers and analyzes information skillfully; Develops alternative solutions.

Project Management - Coordinates and completes projects on time.

Technical Skills - Pursues training and development opportunities.

Communication – Oral: speaks clearly and persuasively. Written: writes clearly and informatively; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Demonstrates group presentation skills; Participates in meetings.

Teamwork - Balances team and individual responsibilities; Contributes to building a positive team spirit.

Delegation - Delegates work assignments; Gives authority to work independently; Sets expectations and monitors delegated activities.

Managing People - Develops subordinates' skills and encourages growth; Improves processes, products and services.

Cost Consciousness - Works within approved budget.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals.

Planning/Organizing - Prioritizes and plans work activities.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change, delays, or unexpected events.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Technical Knowledge/Ability: Proficient in microcomputer applications and familiar with technology. Excellent communication skills in written, as well as, oral format. Professional manner and presentation with the ability to maintain effective working relationships with the staff, public and other agencies. Demonstrated ability to establish and maintain positive interpersonal relationships.

Language Skills: Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to apply the principles and practices of sound management and library methods, practices and techniques. Ability to recognize and set priorities and to use initiative and independent judgment. Ability to select, develop, and motivate staff. Ability to interpret community interests and needs, and to plan appropriate library services. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION AND/OR EXPERIENCE: MLS degree from an ALA accredited college or university and a minimum of five (5) years of increasingly responsible library experience and three years of supervisory experience. Any equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position will be considered.

PHYSICAL DEMANDS & WORK ENVIRONMENT The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The noise level in the indoor work environment ranges from moderate to loud. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

The employee must have the ability to: operate standard office equipment; communicate in oral and written format; handle constant interruptions; and operate a city vehicle. The employee must be able to work flexible hours, which may include evenings, weekends and holidays.